

City of Menomonie Job Description

Name: Treasurer Office

Title: Administrative Assistant

Date: March 2023

Reports To: Treasurer/Comptroller

PURPOSE OF POSITION

The purpose of this position is to perform clerical, public reception, record keeping and accounting tasks to support the Treasurer Department. The work is performed under the supervision of the City Treasurer/Comptroller.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Greets and directs visitors. Receives and directs telephone calls. Takes and relays messages. Collects money. Answers inquiries or refers to appropriate individual or agency.
- Process Utility & General Collection payments
- Sort and distribute mail
- Issues Parking Permits and Pet Licenses. Balances these funds on a monthly basis.
- Creates estimates on utility bills and processes special assessment requests.
- Records daily cash flow
- Balance and close cash register
- Purchase supplies for Treasurer office

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School diploma or equivalent; vocational/technical training in Administrative Assistance, bookkeeping, office practice and computer skills; or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin driver's license is required. Prior Receptionist/Administrative Assistant experience preferred.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Ability to establish and maintain effective working relationships with co-workers and the general public; including explaining, demonstrating and clarifying to others within well-established policies and procedures.
- Ability to follow moderately complex written and oral instructions.
- Maintain accurate and timely records through all stages of the accounting cycle.

- Make independent decisions in accordance with precedents and regulations and apply these decisions to work situations.
- Ability to operate a variety of office equipment including computer, copy machine and efficient in Microsoft Office applications.
- Ability to organize and prioritize work effectively within the general departmental guidelines in order to meet multiple short and long-term deadlines.
- Attention to detail in preparing and maintaining complex reports and records.
- Knowledge of all departments operations for which accounting functions are performed.
- Knowledge of automated accounting (e.g. general ledger, collections and billing systems).
- Knowledge of business arithmetic including percentages, fractions and decimals, volume and ratios, and the ability to interpret basic descriptive statistical reports.
- Knowledge of business English, spelling, grammar and punctuation.
- Knowledge of the principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

The City of Menomonie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Supervisor's Signature

Date

Date